



FINAL INSPECTION GUIDELINES

This list is a guideline, following it will ensure satisfactory inspection. This inspection is for Move-Out purposes only. Any repairs that will be needed will be the responsibility of the tenant and will be deducted from their damage deposit.

Careful attention and meticulous cleaning of the following items will ensure prompt return of damage deposit.

- All light bulbs to be in working order Sinks
- Baseboards Cleaned Soap dishes
- Blinds/shades working and clean Bathtubs/shower stall – NO soap scum/mildew
- Cabinet/Pantries & Drawers – inside and out Toilets
- Ceiling fans and blades (dust) Towel racks secure
- Cobwebs – corners & ceilings Walls – especially around light switches/wall plates
- Countertops Walls – NO stickers/scratches/holes
- Doors/woodwork – no scratches or holes (Use Old English Scratch Cover)
- Floors Windows – Windexed & window sills
- Furnace area/closet (filters replaced) Window screens – NO holes
- Mirrors (Windexed) W/D – no lint/soap residue in/around machines
- Range and hood Smoke detectors & CO's working
- Refrigerator – inside and out/top Sweep/vacuum/mop all floors
- Sink fixtures Stovetop/oven/drip pans/racks/under & behind stove (lift stove top & clean under burners)



QUICK TIPS

- Remove all garbage from the property and ensure garbage bins are empty for incoming tenants.
- All repairs to premises during occupancy have been made (i.e torn screens, broken windows, drains are not clogged, etc.)
- All carpets are to be professionally cleaned with receipt given to RTL.
 - NO RUG DOCTORS/or any handhelds are allowed.
 - Vacuum all carpets before they are professionally cleaned.
- Roll the fridge out careful as not to tear vinyl or flooring. Clean behind/underneath (unless the fridge has water lines, then sweep or vacuum to the best of your ability)
- Goo-Gone works to remove gum and stickers.
- Magic Eraser works to remove scuffs on walls (do not rub too hard as it can take the paint off as well)
- Use soft scrub and a toothbrush to clean around faucet handles.



CLEANING TIPS

- Clean from room to room.
- Clean top to bottom.
 - Cleaning ceiling, then light fixtures, then windows & blinds, walls, and the floors last.
- Vacuum out drawers and cabinets first, and then wash them out with cleaning solution.
- Wash metal floor vents in the dishwasher first, then use a cleaning solution to wipe them out.
- Use a dry toothbrush to clean switches, outlets, phone & cabinet jacks crevices and dust all blinds.
- Use soft scrub and a toothbrush to clean around faucet handles.
- Use soft scrub to clean bath fixtures and showers. Then buff with a dry towel or glass cleaner to get streak free mirror finish on chrome.
- Use a pumice stone to remove stains in toilets.
- Vacuum window and patio door tracks, then use solution with a toothbrush to clean well.
- Vacuum all carpets before they are professionally cleaned.
- Use self-clean feature on the oven (if applicable) then use oven cleaner. After applying oven cleaner, set oven temperature to warm to expedite the dryer of the oven cleaner solution. Then use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
- Use a degreaser and scrub brush to remove oil from the driveway, garage, and storage.
- Roll the fridge out and clean behind/underneath; pull out oven drawer (if gas), or entire oven (if electric) and clean behind/underneath.
- Goo-Gone works to remove gum & stickers.
- Magic Eraser works to remove scuffs on walls (do not rub too hard as it can take the paint off as well)
- Mow lawn & remove any weeds from flower beds.
- Remove any unwanted personal items and trash-home & property must be completely vacant (excluding items left at the time of your move in).

If you should have any questions, or need any help with anything please do not hesitate to contact our office.



GUIDELINES TO MOVING OUT

The following is an outline of Real-Time Leasing policies and procedures for your Move-Out.

1. Once you have notified or have been notified of your Move-Out date, all keys, garage door openers (GDOs) are to be brought to our office by **noon** the day of your move out. These appointments are to be scheduled through our office to ensure proper time for your move out.
2. Any keys or GDOs not returned will be marked as lost/missing and a re-key and new GDO charge will be added to your account and deducted from your deposit.
3. Provide Real-Time Leasing with your forwarding address for your deposit refund information and CRP's which are issued by January 31st of the following year.
4. Once your keys are received, our Maintenance Dept. will perform the Move-Out Walk-Through and take any necessary photos and document any damages or cleaning that may need to be addressed. These will be compared to the Move-In report you returned to Real-Time Leasing within the 5 days you had agreed to. ***Any report received after the 5 days is not subject to comparison.***
5. Please note: All carpets are to be professionally cleaned with a receipt provided at the time of Move-Out. If this is not done Real-Time Leasing will automatically schedule for the carpets to be addressed and your deposit charged.
6. Your deposit (less damages/cleaning costs) will be returned to you (at the designated address/or last known) with 21 days per §MN Statute 504B.178.